

ACTIVE SHOOTER POLICY

Facility	Policy #	Effective Date	Revised Date
Regulatory Reference Source			
State Operations Manual F-Tag #			
CFR Reference			
MDS Version 3.0			

Policy

OBJECTIVE:

The Objective of this policy is to assist employees in responding to an active shooter event.

DEFINITIONS:

Active Shooter- An active shooter is defined as "... an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

POLICY:

In order to preserve life and address the reality of an active shooter event, these guidelines have been established to guide "FACILITY NAME" response to this event to maximize survivability. Most importantly, quickly determine the most reasonable way to protect our employee's own life.

(The facility may decide to conduct drills relating to this policy. Currently there is no requirement to conduct drills)

Procedure

The intent of most active shooters is to kill as many people as quickly as possible. Traditional law enforcement response will include the concept of "surround and contain" in order to minimize the number of victims. In order to save lives, the law enforcement agency having jurisdiction will initiate an immediate response.

Upon discovery of an active shooter situation, as soon as possible and when safe to do so, notify law enforcement (911) and provide overhead announcement of a Code Silver or "Active Shooter" and location.

(The facility may also choose to use text or email for notification, which would be a facility decision.)

The employee should call 911 from an area where they are safely concealed. The caller should provide the following information:

- Description of suspect and possible location
- Number of weapons
- Suspect's direction of travel
- Location and condition of any victims

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The Administrator/Person in Charge will meet and guide law enforcement officers if possible and as appropriate. The goal of law enforcement is to locate, isolate, and neutralize the shooter as quickly as possible to prevent additional deaths or injuries.

RESPONSE:

Evacuate- If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Follow the instructions or any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

(The facility may choose to designate areas or protocols for residents that cannot evacuate.)

Hide out- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Direct personnel into resident rooms or other adjacent rooms, close the door and attempt to barricade the door. The employee hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in the employee's direction (i.e. locating into a resident's bathroom and locking the door, stay as low to the floor as possible and remain quiet and still)
- Not trap the employee or restrict the employee's options for movement

To prevent an active shooter from entering the employee's hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence all cell phones and/or pagers
- Turn off any source of noise (i.e. radios, televisions)
- Hide behind large items (i.e. cabinets, desks)

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- Remain quiet

If evacuation and hiding are not possible:

- Remain calm
- Dial 911, if possible, to alert police the active shooter's location
- If the employee cannot speak to the 911 operator, leave the line open and allow the dispatcher to listen

Take action against the active shooter – As a last resort, and only when the employee feels their life is in imminent danger, attempt to:

- Disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling
 - Committing to your actions

An “all clear” Code Silver will be announced overhead when the situation has been addressed and the scene is declared safe by law enforcement officials.

Share Information with Employees – The health and wellbeing of our residents and employees is critical. As soon as possible after law enforcement has relinquished Command and Control of the scene, the facility administrator, social worker and legal counsel (as appropriate) will develop information strategies to address resident, employee, and family questions related to the event.

Initially, the site of a violent crime will be secured as a crime scene. After the authorities have completed their investigation and have released the crime scene, management will need to have the facility appropriately cleaned and sanitized. Cleanup for the safe removal of bio-hazardous substances including blood borne pathogens must take place, yet must be sensitive, compassionate and caring for the deceased. The bio-hazards remediation company that will provide response services is:

- _____
- _____

Buffer those Affected from Post-Event Stress – Effective coordination with the media and timely dissemination of information can help reduce media pressure on those who are the most vulnerable. Assistance with employee benefits and other administrative issues can reduce the burden on victims and families. The administrator or a corporate representative will be designated as the Public Information Officer who is authorized to speak on behalf of the facility to the media.

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Bring in Crisis Response Professionals – Before an incident ever occurs, the planning group will identify trained mental health professionals who would be available to respond in the event of an incident. When an incident occurs, these emergency mental health consultants will as soon as possible, provide any necessary physical, emotional or psychological support:

- _____
- _____

Responsibility

The Administrator is responsible for the implementation and compliance of the policy and procedure.